

## TRAFFIC VIOLATOR SCHOOL LICENSE MODIFICATIONS

	MODIFICATION	FORMS	ADDITIONAL REQUIREMENTS	FEE
O W N E R	Change Main or Branch Address	<a href="#">OL 736 / OL 140</a>	A copy of your lease, or proof of property ownership, or rental agreement, fictitious name statement, and City/County Business License all of which must indicate the new address, and meet all signage requirements. See "Add an Additional DBA OR Change DBA" if the branch will have a new DBA.	\$100
	Add a Branch	<a href="#">OL 712</a>		
	Add a Classroom	<a href="#">OL 712, OL 140, OL 144, OL 612, OL 854</a>		
	Closed a Business or Classroom Location	OL 79 (TBD)	Until the form is available submit licenses/certificates to your local inspection office within 10 days	NO FEE
	Duplicate License	<a href="#">OL 736</a>		\$15
	Establish or Change Your Mail To Address	<a href="#">OL 4000</a>	Provide a letter to the department requesting the change.	
	US Postal Service Mandated Address Change	<a href="#">OL 736</a>	MUST NOT involve relocation to a new address. A copy of the City/County Business License that indicate the new address, compliance with all signage requirements and a copy of the Postal Service notice must also be provided.	NO FEE
	Add an Additional DBA OR Change DBA	<a href="#">OL 736 / OL 612</a>	Must obtain a Bond Rider, show proof of Fictitious Name filing, and signage must comply with all regulatory and statutory requirements. Must call the Traffic Violator School Unit for name availability and name must not exceed 35 characters which includes spaces.	\$100
	Make An Administrator Change	<a href="#">OL 757 / OL 29</a>		
	School Name DMV Approval Request	<a href="#">OL 612</a>	Must be submitted with Location or Classroom application	
	Change Your True Full Name OWNER OR OPERATOR	<a href="#">OL 29, ADM 9050</a>	Copy of your Driver License or other official documents that substantiate the legal name change.	NO FEE
	Deceased Owner	<a href="#">OL 15, OL 29, OL 704, or OL 704B, ADM 9050</a>	Must submit a Court Appointment as executor / administrator, <a href="#">DMV-8016</a> Receipt, a Bond Rider and a certified copy of the death certificate. Once all requirements are satisfied DMV will issue a one year Certificate of Convenience (see VC <a href="#">§11720</a> ).	
O P E R A T O R	Change School Name or Address	<a href="#">OL 711</a>	Must be submitted with owner change of name or addition of additional DBA (Doing Business As).	\$50
	School Transfer		School you are transferring to must be currently in business. Must also surrender and enclose your current license with your request	
	Obtain A Duplicate License	<a href="#">OL 711</a>		\$15
I N S T R U C T O R	Obtain An Additional License	<a href="#">OL 710</a>	Must provide an acknowledgement of employment letter provided by each school where you instruct (letter must be on the school's letterhead).	\$50
	Obtain A Duplicate/Replacement License	<a href="#">OL 711</a>		\$15
	Change School Name or Address	<a href="#">OL 711</a>		
	Transfer Your License	<a href="#">OL 711</a>	School you are transferring to must be currently in business. Must also surrender your current and enclose with your request.	\$25
	Change Your True Full Name or Address	<a href="#">OL 711</a>	Name change requires a copy of your Driver's License which indicates your new name.	
	Public School Instructor Certification OR Deletion	<a href="#">OL 609</a>	Must have a teaching credential or a valid Traffic Violator Instructor's License	NO FEE